

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR COLLECTION SYSTEM MAINTENANCE OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Collection System Maintenance Operator is the third level in a four level Collection Systems series. Incumbents are responsible for serving as a lead worker and for performing advanced duties involving the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

In addition to regular work shifts, incumbent may be required to work nights, weekends and holidays in all weather conditions. Must be available to work on call/standby for one week intervals.

The Senior Collection System Maintenance Operator is distinguished from the Collection System Maintenance Operator by its responsibility for serving as a lead worker to other employees. The Senior Collection System Maintenance Operator is distinguished from the Collection System Maintenance Supervisor, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
60% |
| 2. | Leads and participates in the safe performance of a variety of servicing/cleaning, maintenance, inspection, repair, and construction work, which may include: rodding, hydroflush servicing/cleaning, television camera inspection and repair, and installing service connections, manholes, and pipelines. | Daily
25% |
| 3. | Utilizes, adjusts, maintains, and cares for a variety of manual and power operated tools, devices, and equipment used in the servicing/cleaning, maintenance, inspection, repair, and construction of wastewater collection systems. | Daily
20% |
| 4. | Leads and participates in servicing/cleaning, maintaining, inspecting, constructing, upgrading and repairing lift station equipment and facilities, including responding to facility alarms during work hours and after hours. | Daily
15% |
| 5. | Leads in the preparation of and ensures the on-going safety of work zones, including placing safety cones, flags, signs, and other safety equipment around work site locations. | Daily
10% |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Leads, reviews, and monitors the preparation of service orders and maintenance of a variety of records related to work performed; prepares reports summarizing project activities.	Weekly 5%
7.	Responding to customer service calls during and after hours.	As Required
8.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Two years of experience equivalent as a Collection System Maintenance Operator with the City of Fresno is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Certification Requirements: At time of appointment and throughout employment Will require:

- Commercial Class B License
- Commercial Class A License
- Pipeline Assessment and Certification Program (PACP)

Knowledge (position requirements at entry):

Knowledge of:

- Materials, methods, practices and equipment utilized in wastewater collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction
- Advanced wastewater collection system maintenance and operational procedures
- Applicable tools and equipment utilized in assigned area or responsibility
- Preparing a variety of records related to work performed
- Safe work practices and procedures

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Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Servicing/cleaning, maintaining, inspecting, repairing, and constructing wastewater collection system pipelines
- Analyzing the layout, setup, and safety of job sites
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Handling biohazardous materials
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008